



## Swarland Primary School Admissions Policy

### "The Best That We Can Be"



The catchment area for this school is comprised of the villages of Longframlington, Swarland and Newton on the Moor. All new parents who would like their child/children to attend Swarland Primary School Reception are asked to complete a preference form. These forms are sent to homes, in September by Northumberland Council, and can be returned to County. The school's Pupils Admission Number is 17, this means that no more than 17 children can be admitted into any age group.

The law does not require children to start school until they are five years old but all children start school here in the September preceding their fifth birthday. Admission is once a year on a full time basis in September if the child is four by 31 August 2018. Some parents may feel their child is not ready to start school in the September following their fourth birthday. You can request that your child attends part-time until he/she reaches compulsory school age, or that the date your child is admitted to school is deferred until later in the same academic year. Your child must, however, start school full time in the term after its fifth birthday. The admission authority of the school, Northumberland County Council, makes the decision based upon the circumstances of each case according to the submission or relevant information.

#### If I want my summer born child to be admitted to the reception class in the September following the fifth birthday, how do I go about arranging this?

You should discuss this as soon as possible with the school and the local authority. You need to make it clear that you wish to apply for a reception place a year later than the year into which your child could have been admitted. Summer born guidance is available on the NCC website [admissions.northumberland.gov.uk](http://admissions.northumberland.gov.uk)

Swarland Primary School is in a unique position of being in a split catchment serving both two and three tier systems. Children living in Longframlington may choose to transfer to Dr. Thomlinson C. of E. Middle School, Rothbury at the age of nine and then move to King Edward VI High School in Morpeth. Children living in Swarland and Newton on the Moor transfer to Duchess's High School at age of 11. However there is parental choice in the route they choose and Longframlington children may also stay until age 11 and go to the Duchess high School.

The following information is taken from the Northumberland County Council Handbook 2018-19.

#### **How do I apply for a school place for my child?**

You must apply to the Local Authority area in which you live. Each local authority has its own Common Application Form which you will need to complete even if you are applying for a school outside your Local Authority area. Only apply on a Northumberland County Council application form if you live in Northumberland.

The admissions portal for online applications opens on 1 November 2018.

[https://schadm.northumberland.gov.uk/ccsenterprise\\_admissionsonline\\_live/](https://schadm.northumberland.gov.uk/ccsenterprise_admissionsonline_live/)

You should complete an application setting out the schools you would prefer your child to attend. You can express preferences for up to 4 schools. You need to set out the reasons for your preferences, using the criteria for prioritising applications: stating a preference is not making a choice, places are allocated according to equal preference.

Parents applying for more than one school are also asked to rank these in order of preference. Sometimes not all school preferences can be met because there may be more applications than places available at schools.

The full admissions policy for Community and Voluntary Controlled Schools can be found on the Northumberland County Council website at [admissions.northumberland.gov.uk](https://admissions.northumberland.gov.uk)

If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

When a school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admissions will be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

The priority order for considering the remaining applications is as follows:

1. Children living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
3. Children resident in the greater catchment area of the school partnership who have siblings already in the school and who are expected to be on roll at the school at the time of admission who live within the greater catchment area of the school partnership. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.

4. Children resident in the greater catchment area of the school partnership who are expected to be on the roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.
5. Children who have a sibling who already attends the school and who is expected to be on roll at the school at the time of admission.
6. Children on whose behalf preferences are expressed on grounds other than those outlined above.

#### **What is equal preference? How does it work?**

The statutory 'Equal Preference System' is used to allocate school places. This means that:

- All preferences are initially looked at individually regardless of the order in which they have been ranked.
- The order that preferences have been ranked becomes important when it is possible to allocate a place for a child at more than one preferred school.
- In this instance a place will be offered at the available school you have ranked the highest.
- It is possible that applicant (A) who ranked a school as a lower preference, could be allocated a place ahead of other applicants who ranked the same school as a preference, if s/he (A) meets one of the higher oversubscription criteria.
- Where the child is not allocated a place at any of their preferred schools and is resident within another Local Authority, Northumberland Local Authority has no duty to allocate a place in another Northumberland school.
- Where the child is not allocated a place at any of the preferred schools and is resident in Northumberland, you will be offered a place at the nearest school with a place available.

#### **Which address will be used in determining my child's priority for admission?**

The address of the parent with whom the child normally lives will be used in the allocation process. It is not possible to use an alternative address such as the address of the grandparents or a child minder.

In some cases, for example where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances the address used for child benefit purposes will normally be used, i.e. the address of the parent claiming the benefit. If that is not available, then the address on the NHS medical card can be used.

Unfortunately, a small number of parents each year try to secure a place for their child by either providing false information or withholding relevant information on residency or planned residency.

**In the case of oversubscribed schools all successful applicants may be asked to produce proof of residency, to willingly provide false information is fraud.**

**If a place is obtained on the basis of false information, such as an incorrect address, it will be withdrawn.**

**Where do I get an application form for admission to Swarland Primary School from?**

Parents of children currently in Northumberland nurseries will receive information from the setting explaining that an application needs to be made.

Telephone enquiries should be made on 0345 600 6400

For online applications:

[https://schadm.northumberland.gov.uk/ccsenterprise\\_admissionsonline\\_live/](https://schadm.northumberland.gov.uk/ccsenterprise_admissionsonline_live/)

**What if I am moving home in-year?**

Parents sometimes move house during their child's time at school and should complete an In-Year Transfer form and return it to the School Admissions Team.

**Do I need to think about school transport?**

School transport is explained in the Northumberland County Council Home to School Transport Policy which can be accessed via the County Council's school transport website. Generally speaking transport will only be provided to your catchment school or the school nearest to your home address and in accordance with statutory legislation, for example taking account of statutory walking distance.

All applications for free transport will be made using the latest Home to School Transport Policy in the context of the school system in the area at that time. This means that it is possible that younger siblings may not be eligible for transport costs in the same way as the older brothers or sisters. You are advised to check eligibility for transport before you apply.

**Further information can be found on the County Council website:**

**<http://www.northumberland.gov.uk/Education/Schools/School-transport-1.aspx> or you can contact the Home to School Transport Team for further advice.**

**Where do I send my application?**

If you are a Northumberland resident you can post it to:

**The School Admissions Team, County Hall, Morpeth, NE61 2EF.**

You can also apply online.

Do not return your application to your child's school. Your application may not be received by the closing date. It is your responsibility to make sure the application is received by the School Admissions Team.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Louise Fletcher	04.09.13	1.0	Pending Governor consultation
Changed by	Revision Date		
School	25.9.14	2.0	Draft adapted version for consultation with staff and Governors.
School	15.10.14	3.0	Final version for publication
School	6.7.15	3.1	Revisions made to hyperlinks.
School	17.11.15	3.2	Revisions to admissions information on summer born children. Additional note of consultation position.
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<u>Local Authority Handbook amendments</u>	<u>19.9.18</u>	<u>3.3</u>	<u>Changes made according to wording in new handbook.</u>